

## SUGGESTED TIMELINES FOR 1099 MAINTENANCE BY AGENCIES

LARGE AGENCIES, such as DHS, Job Service, DOCR, Game and Fish and DOT:

1. Run a Mismatch Query and 1099 Activity Query each quarter and update the 1099 information on a regular basis throughout the year. Please do not wait until December!
2. REMEMBER YOUR DIVISIONS. If your agency has multiple districts and/or business unit numbers, please decide who in your agency is responsible for the 1099 maintenance in these divisions. This is not OMB's responsibility.
3. All clean-up of 1099 reporting must be completed by January 15<sup>th</sup> of each year to give OMB time to make withholding adjustments and clean-up situations that are complicated, not routine ones.

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